Acquisition Management Division (AMD)
Organization Structure

Chief, AMD

DCC-W Contracting Services

DCAA Analyst

Acquisition Planning & Mgmt Branch

Branch Chief

AM – IT Support

AM - PM Support

Contract Admin & Services Branch

Branch Chief

AM – SPAWAR

AM - PM Support

Contractor Support Team
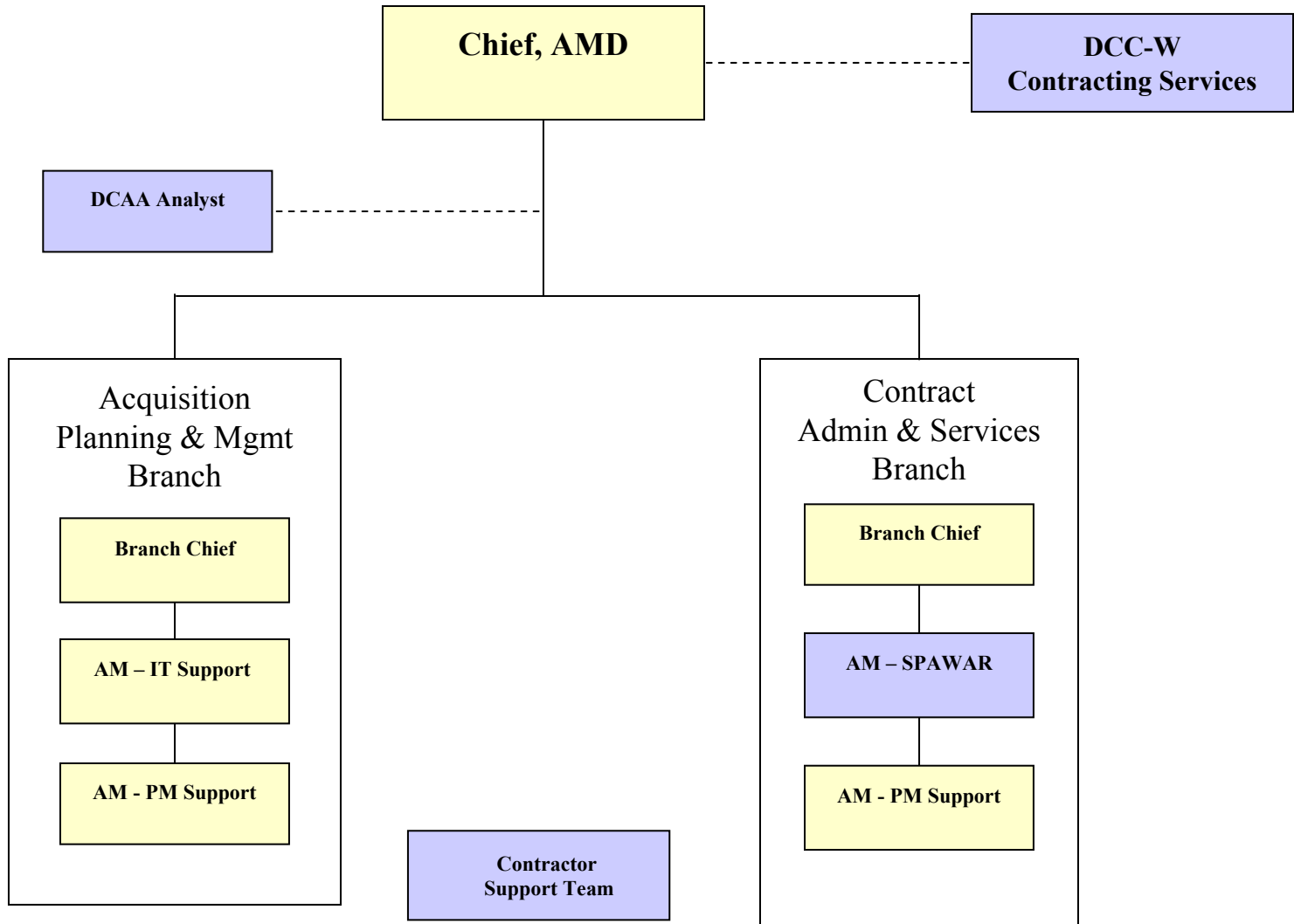
AMD
Organizational Functions

Chief, AMD Functions

•Plan, manage, oversee, and report on all AMD actions:
- Management of AMD resources
- Management, planning, coordination, training and development of AMD staff
- Oversight of acquisition strategy and planning for large and complex non-purchased care procurements
- Establishment of acquisition-related policy and procedures
- Planning and oversight of all AMD acquisition functions
- Support Presidential Task Force on DoD/VA Sharing
- Arthur Andersen Implementation

Acquisition Planning and Management Functions

- Advise PMs on impacts of acquisition-related policy and procedures
- Provide procurement advice to TMs, PMs, and TMA customers
- Coordinate with TMs and COs to establish acquisition strategy for all TM contract actions
- Review all TM acquisition packages, (SOWs, SOOs, IGCEs, SSJs)
- Provide support to TM, ACORs, CORs, and COs during proposal evaluation
- Manage source selection activities for large and complex non-purchased care procurements
- Coordinate with Requiring Activities on contract transition/implementation issues
- Coordinate procurement actions with OGC for advice and direction, as necessary

Contract Administration and Services Functions

•Coordinate with COs to manage contract vehicles
•Track contract deliverables and funding
•Coordinate with TMs to resolve any problems/issues related to orders
•Support COs in conducting past past performance assessments
•Conduct financial monitoring of TMA contracts
•Monitor period of performance on TMA contracts
•Provide guidance to ACORs on delivery order management
•Conduct Fair Opportunity competitions
•Monitor and ensure adherence to surveillance plans
•Manage and maintain AMD task tracking database
•Generate and distribute routine and ad hoc reports from AMD task tracking database
•Plan, host, and document AMD "Breakfast Club" meetings
•Validate and process requests for delivery order modifications